

**Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting**

Tuesday, March 15, 2011 - 10:00 AM – 12:00 PM

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety

SIEC Members Absent

- Pete Weaver, Director, Maricopa County Department of Emergency Management

Government Information Technology Agency (GITA) & Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, PSIC
- Justin Turner, PSIC Operations Manager, PSIC
- Michael Britt, Project Manager, GITA
- Andrew Clark, Project Manager, GITA
- Jeffrey Crane, Project Manager, GITA
- Suesan Nordman, Project Manager, GITA

10 interested parties and members of the public were also present.

Call to Order

The meeting was called to order at 10:02 AM by Paul Wilson, Co-Chair. Roll call was taken as noted above, and a quorum was declared present.

Approval of Minutes – February 15, 2011 SIEC Public Meeting

Action Item

Motion: Paul Wilson made a motion to approve the February minutes.

Second: Scott Tillman

The motion was unanimously carried.

Communications Unit Training Procedures

Action Item

Presenter: Suesan Nordman, Project Manager, GITA

Ms. Suesan Nordman presented the draft Communications Unit Training Procedure. The purpose of the procedure is to document the process that GITA and ADEM will follow when agencies interested in hosting Communications Unit related trainings request a delivery of an approved course. The procedure describes the requirements for being an instructor in Arizona for related trainings, how Arizona will develop a pool of qualified instructors, and how training requests will be handled. Ms. Nordman provided the committee with background on how the procedure was developed and provided a detailed review of each section and procedure.

The committee identified some issues they would like to see addressed in the procedure. Mr. Venuti requested that the procedure be modified to include a requirement that agencies that perform their own trainings in house must provide notification to the SWICs office. Mr. Paul Wilson expressed concern that some of the requirements for the train the trainer course also apply to all the trainings and would like the procedure to better document which process apply to which trainings.

Following the presentation and discussion, Mr. Paul Wilson asked the committee for a motion to approve the proposed training procedure with two modifications:

- In the event an agency provides their own Communications Unit Training, the agency is required to notify the PSIC office.
- The PSIC Office shall work with agencies that provide their own Communications Unit Training to incorporate the use of Instructors in Training within those courses.

Motion: Scott Tillman

Second: Jesse Cooper

The motion was unanimously carried.

Regional Governance Update

Presenter: Justin Turner, PSIC Operations Manager, PSIC Office, GITA

Information & Discussion Item

Mr. Justin Turner briefed the committee on various efforts throughout the state to improve regional governance. His presentation highlighted the existing SCIP Strategic Initiatives that relate to regional governance and the importance of these efforts to advance interoperability in Arizona. The presentation covered previous and existing projects as well as projects currently planned by the PSIC Office. The presentation also covered the importance of RICP and TICP development and identified support options available to regional stakeholders.

Statewide Education and Outreach Plan

Presenter: Suesan Nordman, Project Manager, PSIC Office, GITA

Information & Discussion Item

Ms. Suesan Nordman presented the draft Arizona Statewide Education and Outreach Plan. The purpose of the plan is to document the processes, messages, and activities to be used by all Arizona stakeholders as a resource for their outreach efforts. The plan describes the goals, messages, tactics, stakeholders and targeted topics for interoperability outreach. Annual reviews of the plan will be conducted by the PSIC Office. Stakeholders are encouraged to provide feedback, concerns and success stories to PSCC, SIEC, and the PSIC Office at PSIC@azgita.gov.

Broadband – National, NPSTC & AZ Updates

Presenter: Michael Britt, Project Manager, PSIC Office, GITA
Information & Discussion Item

Mr. Michael Britt briefed the committee on recent broadband related developments at the National and State level. Mr. Britt discussed recent legislative activity, FCC activity, and SAFECOMM and NPSTC activity. In addition he presented some of the proposed concepts for the national Public Safety Broadband Network. Mr. Britt updated the committee not the project status of Arizona's waiver recipients - Mesa TOPAZ and Tucson. Additional broadband related information is available online at: <http://www.azgita.gov/psic/BROADBAND>

IWCE Conference Update

Presenters: Michael Todd, PSIC Office, GITA
Andrew Clark, PSIC Office, GITA
Suesan Nordman, PSIC Office, GITA
Information & Discussion Item

Mr. Michael Todd, Ms. Suesan Nordman and Mr. Andy Clark presented highlights and information received during the International Wireless Communications Expo (IWCE) they attended on March 7-11, 2011. A summary of Keynote addresses, workshops, exhibits, vendor demonstrations, and information gathered is available online at: http://www.azgita.gov/psic/meetings/2011/mar15/IWCE_Update.pdf

PSIC Office Projects Update

Presenter: Lisa Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office
Information & Discussion Item

Ms. Lisa Meyerson briefed the committee on the status of PSIC Office projects. Projects reviewed include:

- AZ Interoperability Channels Plan
- CASM Protocols
- Next Generation AIRS Plan
- 2011 SCIP Update Process
- Narrowbanding Outreach
- State Homeland Security Strategy
- FFY 2011 Department of Homeland Security Grants
- Federal Technical Assistance
- NECP Goal Two Assessments
- Emergency Communications Plan
- Upcoming Communications Unit Integration into NIMS/ICS Workshops

A summary of the status of each project is available online at:

http://www.azgita.gov/psic/meetings/2011/mar15/PSIC_Office_Projects_Update.pdf

Comments from the Public

Mr. Mike Worell informed the committee that the City of Phoenix Fire Department would soon be dismantling their MED UHF base stations and infrastructure. They propose reprogramming the base stations to serve as UTAC repeaters. The conversion will take place in conjunction with their transition to the trunked radio system. The Phoenix Fire Department/City of Phoenix ITD would like to relicense the MED UHF fixed site repeaters on the UTAC channels so that all public safety users can take advantage of the resource. Paul Wilson requested that Mr. Worell work with the Department of Public Safety and that if the SIEC needs to take action on any issues to ask the PSIC office to schedule an agenda item at an upcoming meeting.

Meeting Adjournment

Motion: Jesse Cooper motioned to adjourn the meeting.

Second: Mark Venuti

The motion was unanimously carried.

Meeting Adjourned at 12:14 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.